Swim-A-Thon Club Webinar
2014-2015

Raising Spirit

RAISE A THON.CA

Welcome to our online training tutorial:

1. Let's get acquainted to our online tool we are using today…..
   - GoTo Webinar
   - How to ask the speaker questions
   - Presentation & Participant etiquette
   - # of First Time Swimathon Coordinators

2. This is the third year using an online donor platform (Ontario)

3. Presentation will take approx. 60 Minutes depending on questions.

4. A Copy of the Presentation, along with FAQ's and User Manual will be available for all participants

Provincial Training Sites:

www.bcswimathon.ca/demo2

www.albertaswimathon.ca/demo2

www.saskswimathon.ca/demo2

www.manitobasiwmathon.ca/demo2

www.ontarioswimathon.ca/demo2

www.nageothonquebecen.ca/demo2

www.novascotiaswimathon.ca/demo2

www.newbrunswickswimathon.ca/demo2

Track Record of Success -Swim-A-Thon

Province	$ Raised	# of Clubs	Avg. $ /Club	Avg $Donation
B.C	$299,215	27	$11,082	$44.30
Alberta	$351,625	35	$10,046	$50.78
Sask.	$3,895	1	$3,895	$32.73
Manitoba	$33,240	6	$5,540	$40.71
Ontario	$747,170	60	$12,453	$44.66
Quebec	$56,195	8	$7,024	$46.85
N.B.	$43,045	11	$3,913	$47.58
N.S.	$40,210	6	$6,701	$36.71

Overall $1,574,595 raised! Average donation $43.05

Swimathon Coordinator Benefits (Online Donor Platform)

- Environmental (Reduce Paper)
- International – Distance & Participation
- Safe & Simple – Parents & Swimmers
- Real Time Analysis & Problem Solving – Reporting
- Communication – Face Book, Twitter
- No Bounced Cheques – no counting cash, chasing people
- Flexible for Swimmers – Story Telling
- Most importantly SAVES TIME and SIMPLE!

How to be successful…
How to raise more funds…
How to make it more fun for swimmers…

- Swim Club Website – Countdown / Launch Message
- Secure Access to the Club Email System - Consistent & Motivating
- Swimmer Enrolment – 15 Day Challenge
- Identify a “powerful ” call to action
- Create Division Ambassadors – Parents
- Use the Reporting – Lead, Missing, Target Results
- Make it an event – Regular Laps will not raise as much as music and team activities (Laughter increases participation and funds)

Fee Structure

90% of Funds go directly to your Club Operations

10% of all Swim-A-Thon monies collected will go to cover the following:

- 5% Provincial Body
- 3% Swim Canada
- 2% PayPal (Visa & MasterCard Transaction system)

If you have questions with regards to the specifics of the FEE structure, we encourage you to contact your provincial swim body.

Key Changes for 2015

- Parents or Legal Guardians are ***not eligible*** for charitable tax receipts in any circumstance. Nor can a Parent or Legal Guardian donate to another swimmer from another club to obtain a receipt

- Swim-A-Thons may run between Jan 1, 2015 – May 31, 2015. All sites must close by May 31, 2015.

- No tax receipts will be issued until after April 1, 2015.

- Swim-A-Thon Grant *cheques* will be issued *after May 31, 2015* once all Swim-A-Thons within your province are finalized from your provincial office.

Tax Receipt Issuance Update

Swimming family

- is defined as Parents/Legal Guardian/Parents or Family Owned Company. (Family is *never* eligible for Tax Receipt)

Clubs with NO mandatory fundraising fee

- all donors are eligible for charitable receipts (exception Parents/Legal Guardians)

Clubs who have a mandatory fundraising fee

- **CAN** participate in Swim-A-Thon for 2015 but donors may not be eligible for charitable receipts as per scenario below:

    - *Scenario 1*: Mandatory Fundraising fee not including Swim-A-Thon are eligible for receipts for donors

    - *Scenario 2*: Mandatory fundraising fee that includes Swim-A-Thon no receipts for any donors

Raising Spirit

SWIMATHON NAGEOTHON

RAISE A THON.CA

Finding the Right Leader to run your Swim-A-Thon campaign…

- Computer Literate
- Close to Coaches
- Adequate Time
- Likes Reading Reports
- Not Afraid to Communicate
- Positive Energy
- Supports the Club's objective
- Loves to Communicate and RALLY the team!

#1 Way to double or triple your results…

How to maximize your results…

1. Use your Reports…
2. Ensure everyone is registered…
   (Increase your pledges by 50% simply by getting more swimmers enrolled at kickoff)
3. Review Pledges & Targets daily
4. Create Competition between swim groups or individual incentives. i.e. Free Membership fees for following season to highest fundraiser
5. Extend your Time Frame for collection
6. Communicate – Coaches to Swimmers, Swimmers to Parents, Parents to Donors

Timelines

- Register your club (select the provincial club that pertains to your province)
- Only register when you have all of the information necessary to build site
- Swim-A-Thon must run between January 1 and end by May 31, 2015. Sites will be built between Dec – Jan
- All managing and approving of donors for receipt process must be completed within 2 weeks of your site closing

RAISE A THON.CA

Step 1 – Club registration

©2012 Raising Spirit – Confidential & Proprietary

Step 1 – Club registration

Alberta Swim Clubs Sign Up Here:

Please fill out this form in its entirety when you have all of your information!

Club Name

Office Address

Example: "1 Dolphin Lane, Ayr, Ontario N1T 3JZ"

Contact Name

Contact Phone

Contact Email:

Incorporation number (N/A if not incorporated)

How many competitive swimmers do you have in your club?

Indicate all swimmer group names within your club. i.e. Junior Swim Fast, Elite, Gold, etc

What is your Swim Club Goal Statement? This will be featured on your home page. i.e. a little information about your club, accomplishments, and what you are raising money for i.e. lane ropes, etc 'We suggest to keep it down to 1-3 sentences' (no limit how much text can be added in this field)

©2012 Raising Spirit – Confidential & Proprietary

Step 1 – Club registration

- **ONLY register when you have all of your information with regards to Swim-A-Thon**
- Drop down menu for club name
- Address for Swim Club
- Contact Name for Swim-A-Thon
- Contact Phone Number/Contact Email –
  Incorporation # if applicable or if known
- How Many Competitive swimmers in your club?
- Goal Statement for Swim-A-Thon (2-3 sentences – what will the money be raised for, who will benefit, history of club, how many swimmers, success story, etc)
- Event Details – date/time/location/what is your $ goal to be raised for the club
- Upload your Club logo jpeg/png (if applicable)
- Upload your Team Picture jpeg/png 920px x 300px

Example www.albertaswimathon.ca/register-club

©2012 Raising Spirit – Confidential & Proprietary

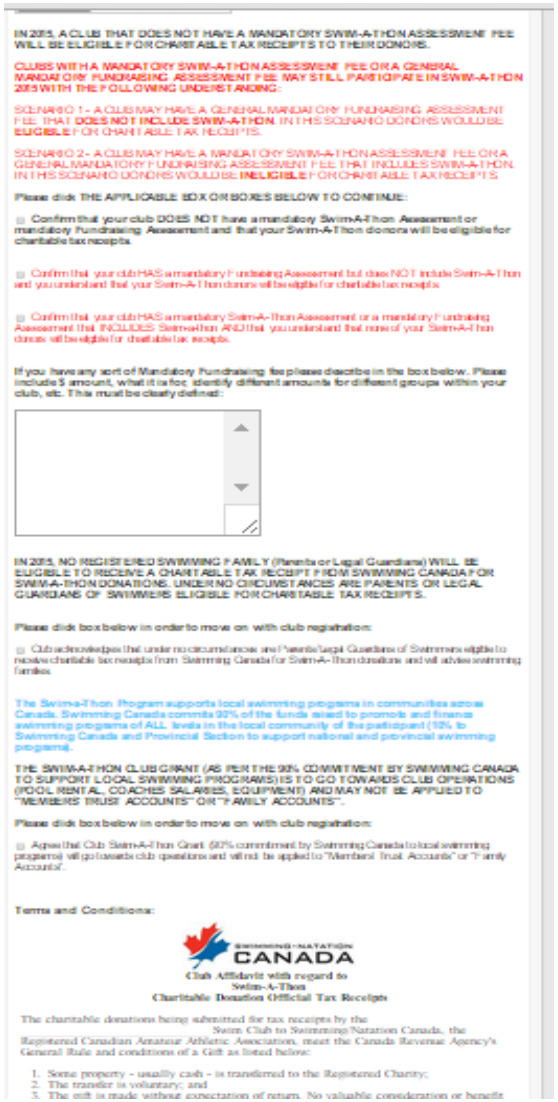
Step 1 – Club registration

Online Registration URL – choose your provincial swim body Swim-A-Thon site

- www.ontarioswimathon.ca/register-club
- www.bcswimathon.ca/register-club
- www.albertaswimathon.ca/register-club
- www.saskswimathon.ca/register-club
- www.manitobaswimathon.ca/register-club
- www.novascotiaswimathon.ca/register-club
- www.nageothonquebec.ca/register-club
- www.newbrunswickswimathon.ca/register-club
- www.newbrunswickswimathonfr.ca/register-club (French clubs)
- www.peiswimathon.ca/register-club
- www.newfoundlandswimathon.ca/register-club

©2012 Raising Spirit – Confidential & Proprietary

Legal Language & Clarification



IN 2015, A CLUB THAT DOES NOT HAVE A MANDATORY SWIM-A-THON ASSESSMENT FEE WILL BE ELIGIBLE FOR CHARITABLE TAX RECEIPTS TO THEIR DONORS.

CLUBS WITH A MANDATORY SWIM-A-THON ASSESSMENT FEE OR A GENERAL MANDATORY FUNDRAISING ASSESSMENT FEE MAY STILL PARTICIPATE IN SWIM-A-THON 2015 WITH THE FOLLOWING UNDERSTANDING:

SCENARIO 1 - A CLUB MAY HAVE A GENERAL MANDATORY FUNDRAISING ASSESSMENT FEE THAT DOES NOT INCLUDE SWIM-A-THON. IN THIS SCENARIO DONORS WOULD BE ELIGIBLE FOR CHARITABLE TAX RECEIPTS.

SCENARIO 2 - A CLUB MAY HAVE A MANDATORY SWIM-A-THON ASSESSMENT FEE OR A GENERAL MANDATORY FUNDRAISING ASSESSMENT FEE THAT INCLUDES SWIM-A-THON. IN THIS SCENARIO DONORS WOULD BE INELIGIBLE FOR CHARITABLE TAX RECEIPTS.

Please click THE APPLICABLE BOX OR BOXES BELOW TO CONTINUE:

Confirm that your club DOES NOT have a mandatory Swim-A-Thon Assessment or mandatory Fundraising Assessment and that your Swim-A-Thon donors will be eligible for charitable tax receipts.

Confirm that your club HAS a mandatory Fundraising Assessment but does NOT include Swim-A-Thon and you understand that your Swim-A-Thon donors will be eligible for charitable tax receipts.

Confirm that your club HAS a mandatory Swim-A-Thon Assessment or a mandatory Fundraising Assessment that INCLUDES Swim-a-thon AND that you understand that none of your Swim-A-Thon donors will be eligible for charitable tax receipts.

If you have any sort of Mandatory Fundraising fee please describe in the box below. Please include $ amount, what it is for, identify different amounts for different groups within your club, etc. This must be clearly defined:

IN 2015, NO REGISTERED SWIMMING FAMILY (Parents or Legal Guardians) WILL BE ELIGIBLE TO RECEIVE A CHARITABLE TAX RECEIPT FROM SWIMMING CANADA FOR SWIM-A-THON DONATIONS. UNDER NO CIRCUMSTANCES ARE PARENTS OR LEGAL GUARDIANS OF SWIMMERS ELIGIBLE FOR CHARITABLE TAX RECEIPTS.

Please click box below in order to move on with club registration:

Club acknowledges that under no circumstances are Parents/Legal Guardians of Swimmers eligible to receive charitable tax receipts from Swimming Canada for Swim-A-Thon donations and will advise swimming families.

The Swim-a-Thon Program supports local swimming programs in communities across Canada. Swimming Canada commits 90% of the funds raised to promote and finance swimming programs of ALL levels in the local community of the participant (10% to Swimming Canada and Provincial Section to support national and provincial swimming programs).

THE SWIM-A-THON CLUB GRANT (AS PER THE 90% COMMITMENT BY SWIMMING CANADA TO SUPPORT LOCAL SWIMMING PROGRAMS) IS TO GO TOWARDS CLUB OPERATIONS (POOL RENTAL, COACHES SALARIES, EQUIPMENT) AND MAY NOT BE APPLIED TO "MEMBERS TRUST ACCOUNTS" OR "FAMILY ACCOUNTS".

Please click box below in order to move on with club registration:

Agree that Club Swim-A-Thon Grant (90% commitment by Swimming Canada to local swimming programs) will go towards club operations and will not be applied to "Members' Trust Accounts" or "Family Accounts".

Terms and Conditions:

SWIMMING NATATION CANADA

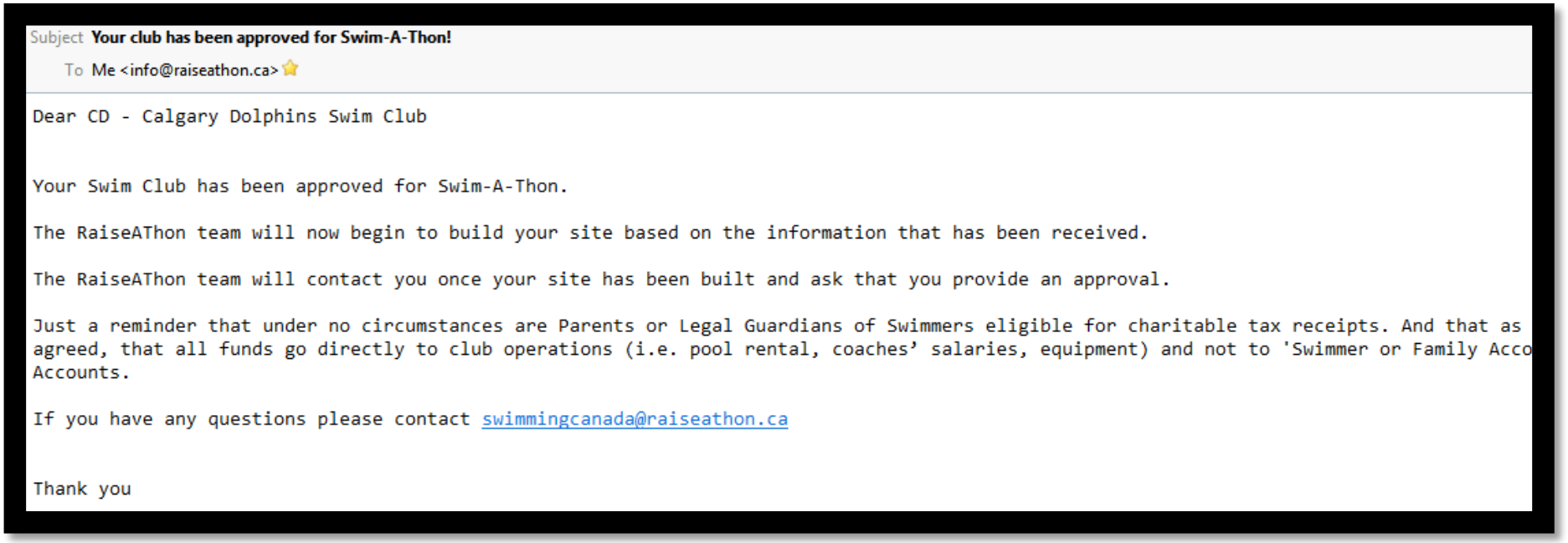
Club Affidavit with regard to Swim-A-Thon Charitable Donation Official Tax Receipts

The charitable donations being submitted for tax receipts by the Swim Club to Swimming/Natation Canada, the Registered Canadian Amateur Athletic Association, meet the Canada Revenue Agency's General Rule and conditions of a Gift as listed below:

1. Some property - usually cash - is transferred to the Registered Charity;
2. The transfer is voluntary; and
3. The gift is made without expectation of return. No valuable consideration or benefit

- Read through info on Mandatory fees and determine whether your club has one or does not and checkbox which scenario applies to you. If you are ensure check with your Club Administrator or a Board Member
- If you have a mandatory fundraising fee, detail out exactly what that fee is
- Read through info confirming you acknowledge and accept that ‘No Parents/Legal Guardians are eligible for charitable tax receipts in any circumstance’ and check box
- Read through info confirming you acknowledge and accept that “all monies raised goes back to general club operations and not to member or family accounts”, and checkbox
- Read through Club Affidavit and type in name of applicant that agrees to affidavit
- Finally, CLICK SUBMIT

Step 1 – Club registration
Confirmation email that you have been approved by the Provincial Swim Body



Subject **Your club has been approved for Swim-A-Thon!**

To Me <info@raiseathon.ca>

Dear CD - Calgary Dolphins Swim Club

Your Swim Club has been approved for Swim-A-Thon.

The RaiseAThon team will now begin to build your site based on the information that has been received.

The RaiseAThon team will contact you once your site has been built and ask that you provide an approval.

Just a reminder that under no circumstances are Parents or Legal Guardians of Swimmers eligible for charitable tax receipts. And that as agreed, that all funds go directly to club operations (i.e. pool rental, coaches' salaries, equipment) and not to 'Swimmer or Family Acco Accounts.

If you have any questions please contact swimmingcanada@raiseathon.ca

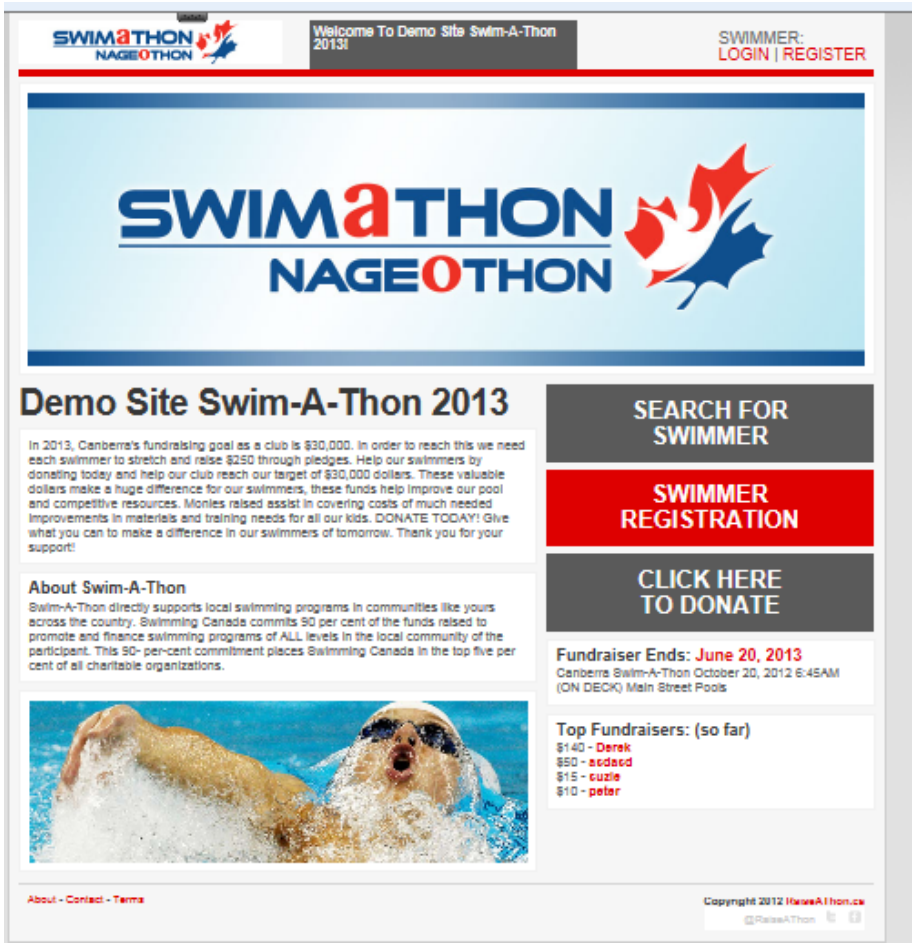
Thank you

Ensure to allow in your inbox emails from swimmingcanada@raiseathon.ca and noreply@raiseathon.ca
Keep an eye on your junk or spam box as some programs have a high spam and you may miss a communication.

Step 2 – Website Setup

©2012 Raising Spirit – Confidential & Proprietary

Step 2 – Website Setup


SWIMATHON NAGEOTHON
Welcome To Demo Site Swim-A-Thon 2013!
SWIMMER: LOGIN | REGISTER
SWIMATHON NAGEOTHON
Demo Site Swim-A-Thon 2013
In 2013, Canberra's fundraising goal as a club is $30,000. In order to reach this we need each swimmer to stretch and raise $250 through pledges. Help our swimmers by donating today and help our club reach our target of $30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids. DONATE TODAY! Give what you can to make a difference in our swimmers of tomorrow. Thank you for your support!
About Swim-A-Thon
Swim-A-Thon directly supports local swimming programs in communities like yours across the country. Swimming Canada commits 90 per cent of the funds raised to promote and finance swimming programs of ALL levels in the local community of the participant. This 90- per-cent commitment places Swimming Canada in the top five per cent of all charitable organizations.
SEARCH FOR SWIMMER
SWIMMER REGISTRATION
CLICK HERE TO DONATE
Fundraiser Ends: June 20, 2013
Canberra Swim-A-Thon October 20, 2012 6:45AM (ON DECK) Main Street Pools
Top Fundraisers: (so far)
$140 - Derek
$50 - asdasd
$15 - suzie
$10 - peter
About - Contact - Terms
Copyright 2012 RaiseAThon.ca

There will be 3 rotating bars on the site…

1. Swim Canada - 2 images
2. Your Swim Club
   (this is the photo we require 920px x320px)

Once club approved, RaiseAThon will build, and email you for final view of your site before it goes live

©2012 Raising Spirit – Confidential & Proprietary

Step 3 – Communication Campaign

©2012 Raising Spirit – Confidential & Proprietary

Step 3 – Recommended Communication Elements

1. Swim Group & Coach Kick Off – with Swim-A-Thon Coordinator
2. Email Communication to all Parents (Launching the Program) (PLEASE Ensure you tell your parents and swimmers where the money raised will go to…this is key to your success)
3. Have your parents be the ones to register the swimmer as it is important they understand the Family Affidavit.
4. Tell Swimmers to aim high with their fundraising $ goal they will enter on their profile page, and to visit often to update in case they surpass
5. Communication to all Swimmers about Competition (option if you want to create competition between groups at your club)
6. Link to URL on Swim Club Website with “Banner Promoting Campaign
7. Contact the Local Paper & Radio Stations (PR)

Communication Elements

RaiseAThon will be providing a number of communication templates for your club. These are only suggestions and clubs are encouraged to make any changes they see necessary based on club size and organizational structure.

Example: Kick Off Letter – Families
Coach Kick off Letter
Swimmer FAQ's

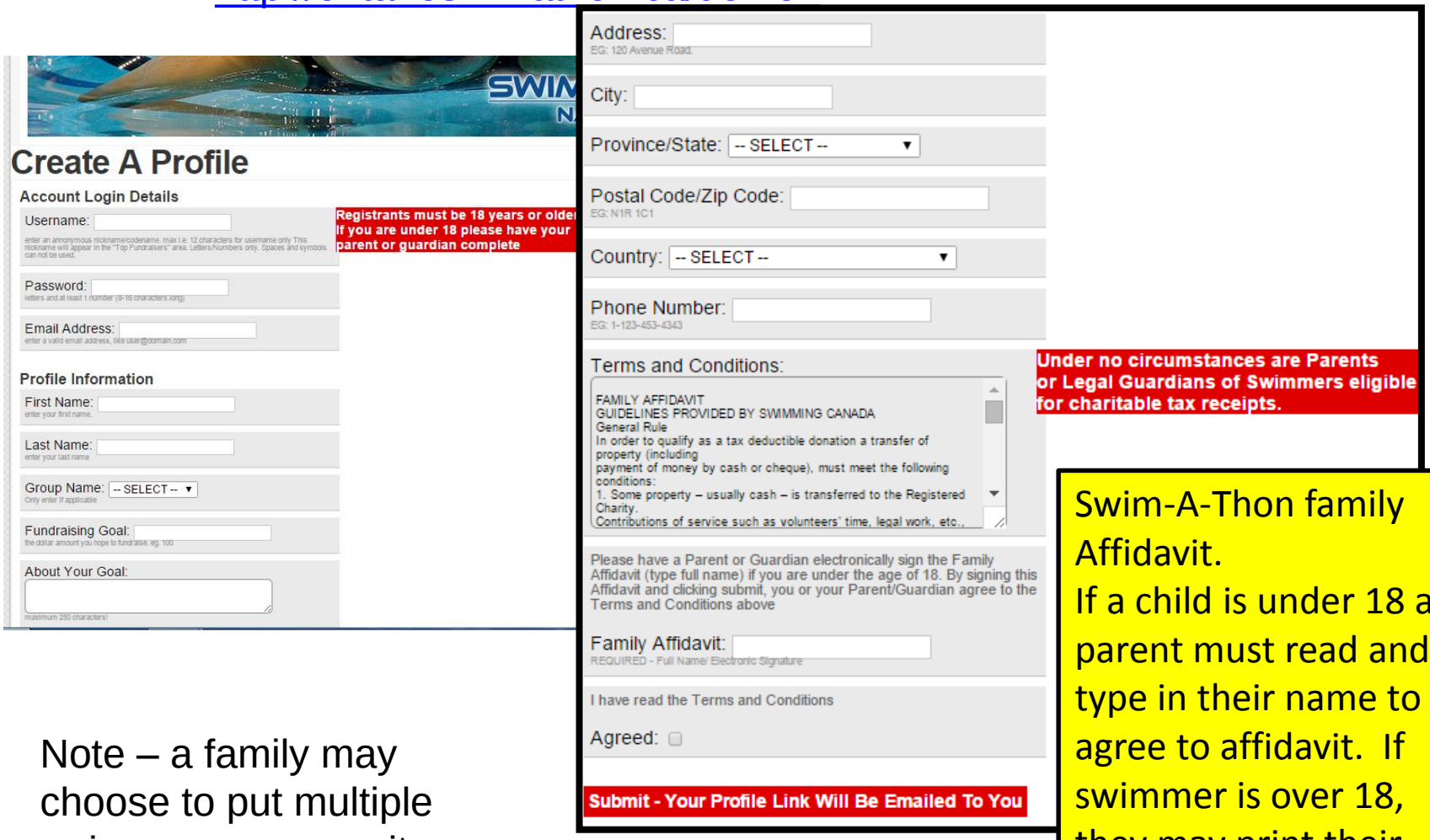
©2012 Raising Spirit – Confidential & Proprietary

Step 4 – Swimmer Registration

©2012 Raising Spirit – Confidential & Proprietary

Step 4 – Swimmer Registration

http://ontarioswimathon.ca/demo2


Create A Profile
Account Login Details
Username:
Registrants must be 18 years or older
If you are under 18 please have your parent or guardian complete
Password:
Email Address:
Profile Information
First Name:
Last Name:
Group Name:
-- SELECT --
Fundraising Goal:
About Your Goal:
Address:
City:
Province/State:
-- SELECT --
Postal Code/Zip Code:
Country:
-- SELECT --
Phone Number:
Terms and Conditions:
FAMILY AFFIDAVIT
GUIDELINES PROVIDED BY SWIMMING CANADA
General Rule
In order to qualify as a tax deductible donation a transfer of property (including
payment of money by cash or cheque), must meet the following conditions:
1. Some property – usually cash – is transferred to the Registered Charity.
Contributions of service such as volunteers' time, legal work, etc.,
Under no circumstances are Parents or Legal Guardians of Swimmers eligible for charitable tax receipts.
Please have a Parent or Guardian electronically sign the Family Affidavit (type full name) if you are under the age of 18. By signing this Affidavit and clicking submit, you or your Parent/Guardian agree to the Terms and Conditions above
Family Affidavit:
I have read the Terms and Conditions
Agreed:
Submit - Your Profile Link Will Be Emailed To You

Note – a family may choose to put multiple swimmers on one site

Swim-A-Thon family Affidavit.
If a child is under 18 a parent must read and type in their name to agree to affidavit. If swimmer is over 18, they may print their name.

Step 4 – Confirmation of Swimmer Registration - Email

Dear Dave Smith,

Thank you for registering for the (http://ontarioswimathon.ca/demo2) Swim-A-Thon.

Just a reminder that under no circumstances are Parents or Legal Guardians of Swimmers eligible for charitable tax receipts.

Please share this link with family and friends to encourage them to donate to your goal:

http://ontarioswimathon.ca/demo2/profile/r6hox8c

You can also send invitations directly from your profile page: http://ontarioswimathon.ca/demo2/profile/r6hox8c

You can login here:
http://ontarioswimathon.ca/demo2/login/

Username:
jsmith

©2012 Raising Spirit – Confidential & Proprietary

Step 4 – Swimmer's Finished Page

Suzie Walker

Fundraising Goal: $500
Total Raised: $0

Swim fast

Fundraising Goal Completion: 0%
Suzie has not raised anything yet!
$0 $250 $500

About: Canberra's Swim-A-Thon 2013

In 2013, Canberra's fundraising goal as a club is $30,000. In order to reach this we need each swimmer to stretch and raise $250 through pledges. Help our swimmers by donating today and help our club reach our target of $30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids. DONATE TODAY! Give what you can to make a difference in our swimmers of tomorrow. Thank you for your support!

CLICK HERE TO SPONSOR SUZIE

Fundraiser Ends: June 20, 2013
Canberra Swim-A-Thon October 20, 2012 8:45AM
(ON DECK) Main Street Pools

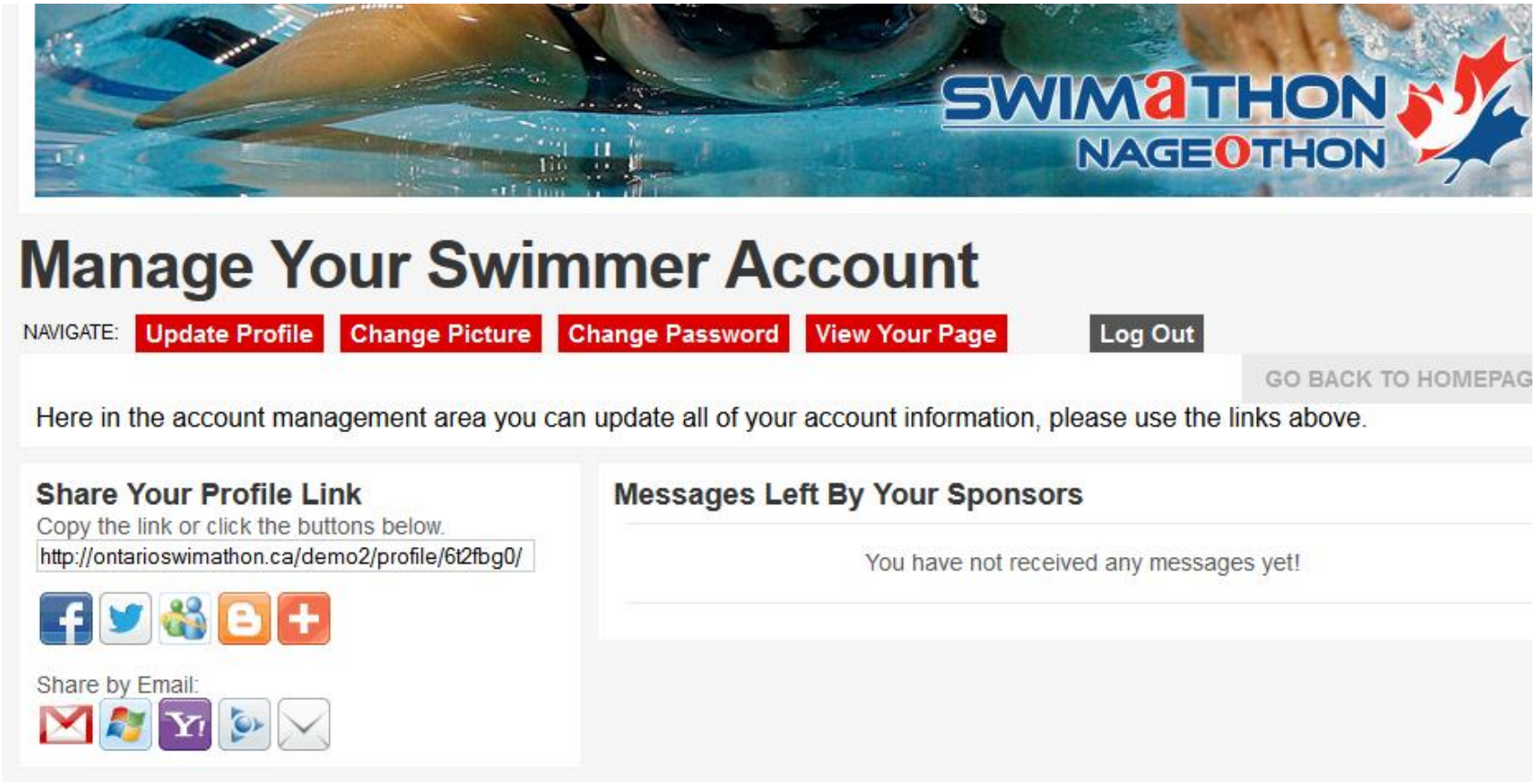
Suzie's Sponsors: (so far)
Suzie has not been sponsored yet. Be the first, click the "Sponsor Suzie above!

Invite Your Friends & Family to Donate

Share by Email:

©2012 Raising Spirit – Confidential & Proprietary

Step 4 – Edit Swimmer Home Page


SWIMATHON
NAGEOTHON
Manage Your Swimmer Account
NAVIGATE:
Update Profile
Change Picture
Change Password
View Your Page
Log Out
GO BACK TO HOMEPAG
Here in the account management area you can update all of your account information, please use the links above.
Share Your Profile Link
Copy the link or click the buttons below.
http://ontarioswimathon.ca/demo2/profile/6t2fbg0/
Share by Email:
Messages Left By Your Sponsors
You have not received any messages yet!

©2012 Raising Spirit – Confidential & Proprietary

Step 5 – Donor Pledge

©2012 Raising Spirit – Confidential & Proprietary

Donor Program

RaiseAThon is a full online pledge system. (Similar to Heart & Stroke, Run for the Cure and other Health related fundraising events.) RaiseAThon's backend utilizes PayPal as the conduit for transactions. All monies go into your provincial swim body's PayPal account.

REMINDER – a donor is not required to have a PayPal account they may check out as a guest

©2012 Raising Spirit – Confidential & Proprietary

What if my donor doesn't want to use their credit card?

The system uses PayPal as the transactional services and accepts 4 major credit cards:

Therefore we recommend the following IF a donor is not comfortable donating online:

1. Swimmer accepts cash or cheque and then parents or guardians use their credit card to process the transaction. During the transaction, easily request receipt for donor if requested
2. Donor could use prepaid Credit Cards
3. If your swim club agrees to accept the cash and then process the transactions separately via a club credit card.
4. Door to door – suggestion of obtaining email addresses to send swimmer's link later

We don't encourage "offline" donations because of the added work but parents of swimmer must process donation.

Step 5 – Swimmer Donor Invite

Suzie Smith

Fundraising Goal: $350
Total Raised: $60

I will swim 200 laps in 55 minutes

Fundraising Goal Completion: 17.142857142%

$60

$0 $175 $350

CLICK HERE TO SPONSOR SUZIE

Fundraiser Ends: October 28, 2012
Kingfish Swim-A-Thon April 18, 2013 6:45AM (ON DECK) Main Street Pools

Suzie 's Sponsors: (so far)
$50 - Aunt Barbara
$10 - Aunt Barbara

About: Kingston Kingfish Swim A Thon

In 2013, the Kingston Kingfish's fundraising goal as a club is $30,000. In order to reach this we need each swimmer to stretch and raise $250 through pledges. Help our swimmers by donating today and help our club reach our target of $30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids. DONATE TODAY! Give what you can to make a difference in our swimmers of tomorrow. Thank you for your support!

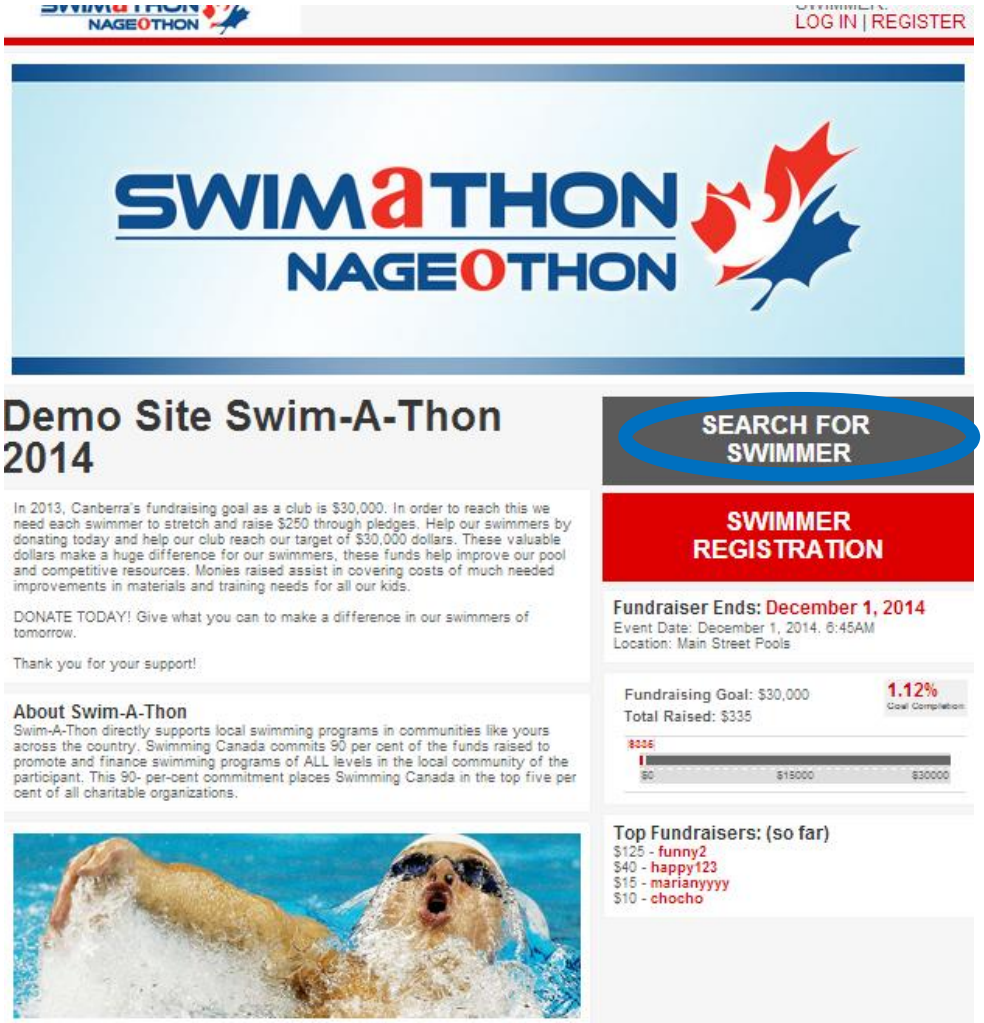
Invite Your Friends & Family to Donate

Share by Email:

The Swimmer invites the donor via their URL at the top of their page , emails link sent upon registration, or within profile sends email directly, puts on Facebook, Twitter, etc then Click on email links below to send invite out to potential donors…..

Step 5 – General Donor

If a donor loses the name of a swimmer, they may search by swimmer .


LOG IN | REGISTER
SWIMATHON
NAGEOTHON
Demo Site Swim-A-Thon 2014
In 2013, Canberra's fundraising goal as a club is $30,000. In order to reach this we need each swimmer to stretch and raise $250 through pledges. Help our swimmers by donating today and help our club reach our target of $30,000 dollars. These valuable dollars make a huge difference for our swimmers, these funds help improve our pool and competitive resources. Monies raised assist in covering costs of much needed improvements in materials and training needs for all our kids.
DONATE TODAY! Give what you can to make a difference in our swimmers of tomorrow.
Thank you for your support!
About Swim-A-Thon
Swim-A-Thon directly supports local swimming programs in communities like yours across the country. Swimming Canada commits 90 per cent of the funds raised to promote and finance swimming programs of ALL levels in the local community of the participant. This 90- per-cent commitment places Swimming Canada in the top five per cent of all charitable organizations.
SEARCH FOR SWIMMER
SWIMMER REGISTRATION
Fundraiser Ends: December 1, 2014
Event Date: December 1, 2014, 6:45AM
Location: Main Street Pools
Fundraising Goal: $30,000
Total Raised: $335
1.12%
Goal Completion
$335
$0
$15000
$30000
Top Fundraisers: (so far)
$125 - funny2
$40 - happy123
$15 - marianyyyy
$10 - chocho

©2012 Raising Spirit – Confidential & Proprietary

Step 5 – Sponsoring Info

Sponsor Mary Gerrard

GO BACK TO MARY'S PAGE

Select an Amount.

Amount -- SELECT --

Select the dollar amount you wish to contribute.

Send Mary a Message.

Nickname/Name

Nickname/Name to be be sent to user and shown on Mary's Swimmer page.

Message OPTIONAL

This message will NOT be shown publically. It will be sent directly to Mary.

☑ I would like my nickname/name to appear on Mary's Swimmer page.

Request Charitable Receipt.

Fill out the form below if you would like to receive a charitable receipt.

☐ I would like to receive a charitable receipt

You must check the box above if you would like to receive a charitable receipt

☑ Would you like to receive more information about Swim Canada?

CLICK HERE TO SUBMIT - CONTINUE TO PAYPAL

About - Contact - Terms

Copyright 2013 RaiseAThon.ca

Drop down for donations will begin at $10, which is the minimum amount required in order to receive a receipt

Step 5 – Donor Receipt Information

SWIMATHON
NAGEOTHON

☑ I would like to receive a charitable receipt
You must check the box above if you would like to receive a charitable receipt

☐ Would you like to receive more information about Swimming Canada?

Terms and Conditions:

Consistent with the income tax interpretations of "qualifying donations", this Swim-A-Thon contribution is made voluntarily to Swimming Canada, the Registered Canadian Amateur Athletic Association, without any implied or expressed conditions, and no benefit will accrue to me (or related parties) (or anyone designated by me) as a result of my donation. I understand that any portion of funds to be returned to a local club must not form part of an expectation or direction of funds. I confirm that this donation does not or will not reduce any obligation, directly or indirectly that I (or related parties) have for "non qualifying" expenses such as membership, training, or program registration fees, travel expenses or other like expenses that I would normally be required to pay to the recipient sport organization or any related or affiliated body... I also understand that civil penalties can be imposed against me for the

☑ I have read and agree to the Terms and Conditions.
You must check the box above to indicate that you have read the terms and agree.

☐ I am Dave Smith's parent or legal guardian.
Check the box above if you are the parent/guardian of the participant.

Charitable Receipt Information
ALL FIELDS REQUIRED.

Name:
Enter your First and Last Name in this field.
Address:
Enter your physical mailing address.
City:
Province/State: -- SELECT --
Postal Code/Zip Code:
Country: -- SELECT --
Phone Number:
Enter your telephone number. Be sure to include the area code.

Email Address
Your charitable receipt will be delivered to this email address.

Confirm Email Address
Please confirm your email address.

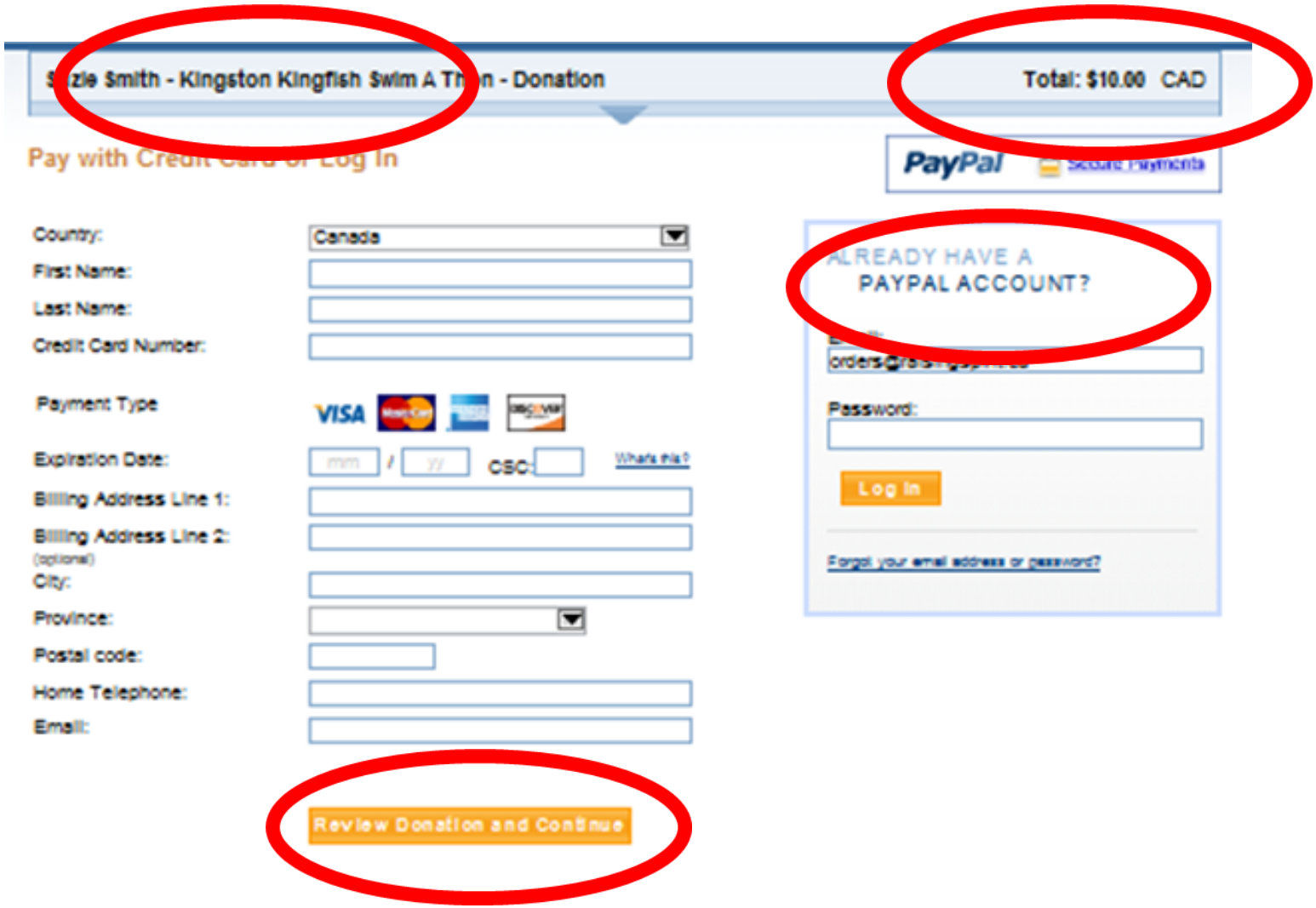
CLICK HERE TO SUBMIT - CONTINUE TO PAYPAL

All information required for a charitable tax receipt must include the complete information of the 'donor'. Correct first name and family name spelling of 'donor', correct mailing address of 'donor', etc.
If information is incorrect, incomplete or entered into wrong field, the tax receipt may be denied.

Reminder:

All information required for charitable tax receipt must be in the name & address of the donor – if incorrect a receipt will not be issued.

Step 5 – Paypal Processing



©2012 Raising Spirit – Confidential & Proprietary

Step 5 – PayPal Confirmation

your donation is now complete
PayPal
Secure Payments
Confirmation numb 5J375340195668354.
An email with your donation details has been sent to jgerrard @xplornet.ca
Raising Spirit Inc.
orders@raisingspirit.ca
5196202184
Go Back to Swim-A-Thon
PayPal protects your privacy and security.
For more information, read our User Agreement and Privacy Policy.
Copyright © 1999-2012 PayPal. All rights reserved.

Last Step –
Option – to go back to swimmer's page to view your name on page, or thermometer. Not necessary as this is last step

*Note, Swim Canada has indicated if a donor has forgotten to request a receipt, they will not receive one at a later date

©2012 Raising Spirit – Confidential & Proprietary

Step 5 – Confirmation of Donation

Subject: Sharon Stone thanks for your donation!
Date: Sun, 02 Sep 2012 17:18:33 -0600

Dear Sharon Stone,

Thank you for donating $125 to Ajax Swim-A-Thon 2013. Your donation will go towards valuable programs promoting and developing the sport of swimming across Canada. If your donation meets the terms and conditions, you will receive a receipt by email the following year in order to submit for income tax purposes.

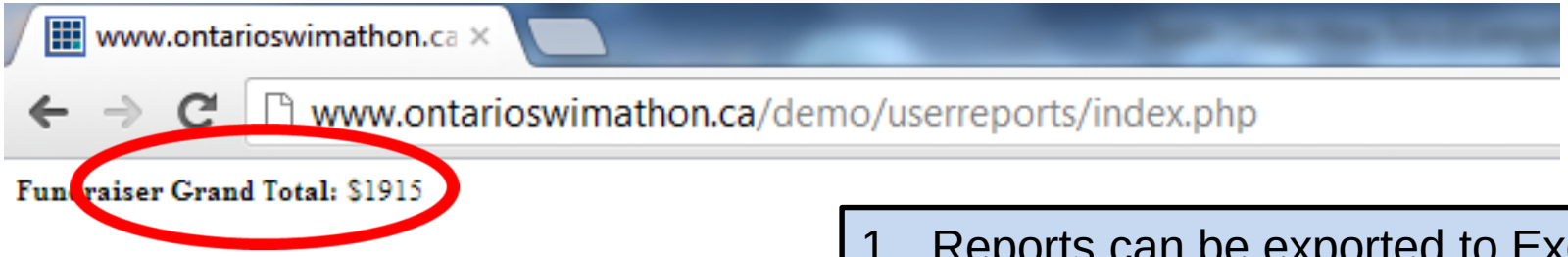
Swim Canada

©2012 Raising Spirit – Confidential & Proprietary

Step 6 – Reports

©2012 Raising Spirit – Confidential & Proprietary

Step 6 – Club Reports



1. Reports can be exported to Excel
2. Participants Spreadsheet – report that shows participant information, goal, raised to date – subtotal (real time verification – validate commitments)
3. All Online Transactions Spreadsheet & Online Donations for Charitable Receipts – provide a detail list of all transactions
4. Login Information Supplied in Manual

Login using http://ontarioswimathon.ca/userreports .
url : club call letter password: will be provided
Password: to be provided

©2012 Raising Spirit – Confidential & Proprietary

Step 7 – Finalizing Swim-A-Thon

©2012 Raising Spirit – Confidential & Proprietary

Step 1 – End of Swim-A-Thon Email Communication

Dear Swim-A-Thon Coordinator,

Your Swim-A-Thon Online Fundraiser has ended and it is time that you validate your receipts by either accepting or denying any donors who will not receive charitable receipts.

Please log in using http://ontarioswimathon.ca/sharks/manage-receipts/ and have completed within 2 weeks of your Swim-A-Thon closing.

If you deny any receipts, you must contact the donor and explain why they will not receive a receipt. This will be up to you and expected as part of the process.

Most importantly, once you have completed your validation click "SUBMIT" at the bottom of the page to send to the Provincial Body to complete a final cheque before receipts are issued.

Receipts will be issued by Swim Canada via email by Dec 31st of this year., if the donation meets the terms and conditions. Reminder, that under no circumstances, are Parents of Legal Guardians of swimmers eligible for charitable tax receipts and you must deny them.

SWIMATHON NAGEOTHON

Once your event is officially over (Date set by your club) there will be a number of steps you will need to follow in order to satisfy Swim Canada's official receipting process.

First, you will receive an email that will notify you that your event is completed and you have 14 days to process your receipts.

As the coordinator you will access the supplied link and proceed based on either one of two ways:

1. Mandatory Swim-A-Thon Fee
2. No Mandatory Swim-A-Thon Fee

RAISE A THON.CA

Please log in using http://ontarioswimathon.ca/sharks/manage-receipts/ and have completed within 14 days of your Swim-A-Thon closing

Now that you have received your confirmation that your event is "closed," you will simply click on the link enclosed within your email to activate and process the receipts.

Your link should take you to a site that looks similar to the one on the right.

Receipts – Screen Shot

Under no circumstances are Parents or Legal Guardians of Swimmers eligible for charitable tax receipts.

Please deny any transactions below in which the donor is not entitled to a receipt. Click the DENY button to deny a transaction.

Please realize that this report is fluid which means you are able to go in and out freely prior to the final confirmation of page. Only click "Confirm and Notify" at the bottom of the page when you are completely comfortable with final checks. If you have any questions, please email info@raisingspirit.ca
Once you have denied all unqualified transactions. Click "Confirm" at the bottom of this page to let Swim Ontario know the receipts are ready to be approved and sent.

Participant Name	Participant Address	Participant Phone	Affidavit Sign	Group	Amount	Donor Name	Donor Address	Donor Phone	Donor Email	Date	Paypal TRX#	DENY
Billy Miner	RR2 Timbuktu Ontario N0B2J0	5195551212	Billy Miner	Senior Elite	200	Susan Miner	1 Hippety Hopp Lane, Timbuktu, Ontario N0B 2J0	5195551212	info@raisingspirit.ca	Nov 22 2012	7P196098T2572230V	DENY
Billy Miner	RR2 Timbuktu Ontario N0B2J0	5195551212	Billy Miner	Senior Elite	10	Janice Wilson	1 Skip Lane, Timbuktu, Ontario N0B 2J0	5196210193	jgerrard@xplornet.ca	Nov 22 2012	0SS55101UD132550L	DENY
Bob Thomas	1 Country Road Timbuktu Ontario N0B 2J0	5195551212	Sarah Silks	Junior Elite	10	Sheila Cartilage	1 Righteous Road, Timbuktu, Ontario N0B 2J0	5195551212	info			
Bob Thomas	1 Country Road Timbuktu Ontario N0B 2J0	5195551212	Sarah Silks	Junior Elite	200	Robert Thomas	123 Remarkable Way, Kitchener, Ontario N1S4K2	9056326756	jge			
Emily Gerrard	1 Smith Lane Timbuktu Ontario N0B 2J0	5195551212	Karen Gerrard	Junior Elite	50	John Robert	1212 happy lane, Peterborough, Ontario N0B2J0	5196210193	jge			

CONFIRM AND NOTIFY Swim Ontario (once confirmed changes can NO

Each Club will see a report that looks very similar to this one. This report is the same for both types of clubs.
DENY ALL RECEIPTS FOR PARENTS/LEGAL GUARDIANS/AND PARENT COMPANIES

©2012 Raising Spirit – Confidential & Proprietary

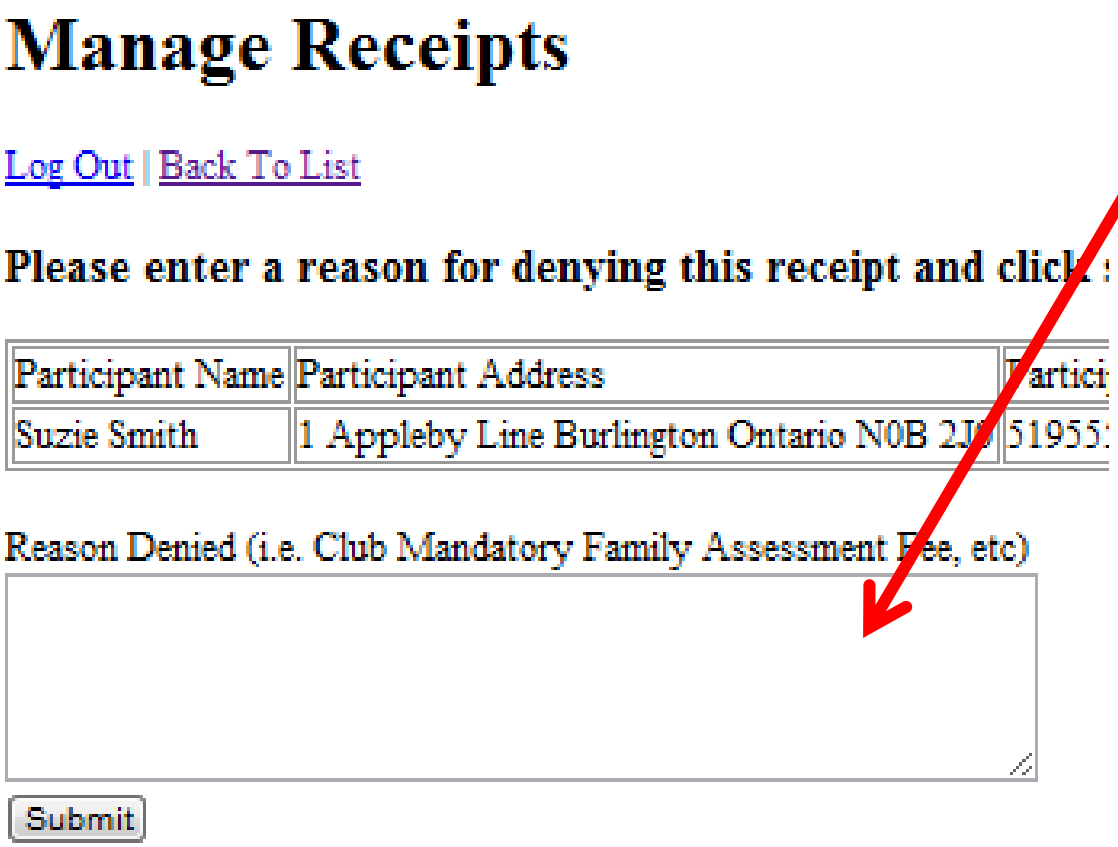
Key Items to Check for when proceeding with the Receipt Authorization process

Reminder – Report sorts by Swimmer Alphabetically

- Donor Address is same as Swimmer Address
- Donor is parent/legal guardian/parent's company, who is seeking a receipt but is not eligible

©2012 Raising Spirit – Confidential & Proprietary

Deny Step


Manage Receipts
Log Out | Back To List
Please enter a reason for denying this receipt and click
Participant Name
Participant Address
Suzie Smith
1 Appleby Line Burlington Ontario N0B 2J
Reason Denied (i.e. Club Mandatory Family Assessment Fee, etc)
Submit

- **If you click deny , then a Reason Denied Box appears. Here you can write a simple explanation i.e.**

  Parent or Legal Guardian is not eligible,

  then click SUBMIT on this page, and you can go 'back to list'

©2012 Raising Spirit – Confidential & Proprietary

Step 2 – Conflicts for Receipts

The reviewing function of the tool you're using allows you to "deny" a donation.

The system allows you to investigate potential questionable donations without losing your work you have saved to date. Simply logout, and come back later and you are where you left off

©2012 Raising Spirit – Confidential & Proprietary

Final Step in Receipt Management for Clubs

CONFIRM AND NOTIFY Swim Ontario (once co firmed changes can NO

Manage Receipts

Log Out | Back To List

Information has been sent to organization.

whales

Once you have denied all potential donations from Parents/Legal Guardians who may have requested a receipt, ONLY then do you click 'Confirm and Notify your province'

Provincial Body will then review and may ask you questions, please ensure to get back to them promptly

©2012 Raising Spirit – Confidential & Proprietary

Contact

- **Please contact Raising Spirit Team at swimmingcanada@raiseathon.ca or 226-533-8883 if you have any questions or need assistance.**

Detail out:

Name

Club Site

Email

Phone Number

Explanation of your question or assistance:

We are here to help you!

©2012 Raising Spirit – Confidential & Proprietary

Questions

.

Thank You